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18 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (12-18 December 1985)

A. WORK IN PROGRESS

2. TS COLLATERAL DOCUMENT SEARCH. Two annuitants from the Information Resources Management Division (IRMD) reviewed 35 retired records deposits of the Office of Soviet Analysis (SOVA). They located 18 TS collateral documents; 12 are charged to SOVA and six require further research. Another annuitant continued his review of the retired records of the Office of Scientific and Weapons Research (OSWR). He located 21 TS collateral documents, all of which were charged to OSWR. Approval has been received to search the holdings of the Office of the Comptroller. IRMD will begin in January.

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## C O N F I D E N T I A L

3. OFFICE SURVEYS. Representatives from IRMD are on schedule in surveying the information management program of the Office of Communications (OC). The survey team recently completed its review of the Communications Security Division. This is the second OC division surveyed.

## B. SIGNIFICANT ACTIVITIES AND ITEMS OF INTEREST

1. ACTIVITIES AT INFORMATION SERVICES CENTERS. Progress was made in getting some needed items installed in the Ames ISC. The Office of Information Technology (OIT) installed a telefacsimile machine to provide a link between the Ames ISC and the Headquarters Building. The TRIS suspense system used [ ] in support of OC is working well. There have been a few minor user acceptance problems but they are being resolved. One difficulty hampering the TRIS suspense system is the limited number of computer terminals available in some OC components. Management of the system is fully occupying the part-time employee assigned; it may require full-time monitoring in the future. The Chief of the Page ISC is preparing position descriptions for review by PMCD.

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2. RECORDS CONTROL SCHEDULE APPROVAL. The records control schedule for the Office of Training and Education (OTE) has been approved by the Archivist of the United States and the 60-day period for review by the Senate Select Committee on Intelligence has expired. OTE has been notified that temporary records due for destruction should be destroyed and that each file should be related to the records control schedule instruction that specifies its ultimate disposition.

3. OSS RECORDS. The ninth increment of OSS records, consisting of 92 cubic feet, has been transferred to the National Archives and Records Administration (NARA). This collection includes material on operations in Europe, miscellaneous records from Washington and field offices, and records relating to operations in the Mediterranean and Burma. The total volume transferred to NARA is now 1,326 cubic feet.

4. INFORMATION AND PRIVACY DIVISION ACTIVITIES. Another record in the attack on the backlog of initial cases has been achieved; it is now under 1700 cases at 1690. A separate report from the Information and

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Attachment

C O N F I D E N T I A L

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18 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

STAT

SUBJECT: IPD/OIS Weekly Report (11 - 17 December 1985)

1. The Week in Review      11 - 17 December 1985      1985 Weekly Average

a. New cases	51	54.7
b. Cases closed	67	79.4
c. New appeals logged	0	2.8
d. Appeals closed	1	1.9
e. Manpower (man-weeks)	74.6	100.3
2. Current Backlogs
  - a. Initial requests - 1690
  - b. Requests in administrative appeal - 186
  - c. Requests in litigation - 78
3. Spotlighted Requests

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18 December 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted] (C)  
Chief, Classification Review Division

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SUBJECT: Weekly Report, 4-10 December 1985

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ADMINISTRATIVE - INTERNAL USE ONLY

17 December 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (11 - 17 December 1985)

1. WORK IN PROGRESS

a. Records Control Schedule Approval. As of 17 December 1985, the records control schedule for the Office of Training and Education (OTE) has been approved by the Archivist of the United States and the 60-day period for review of the schedule by the Senate Select Committee on Intelligence has expired. OTE has been notified that temporary records due for destruction should now be destroyed and that each file should now be related to the records control schedule instruction that specifies its ultimate disposition.

b. TS Documents. OIS annuitants continue to make progress in their search for TS collateral documents. Annuitants reviewed 35 retirement jobs of the Office of Soviet Analysis, locating 18 TS collateral documents: 12 of which are charged to SOVA and another six which require further research. Information Control Branch, is adjusting the SOVA holdings in TSCADS to reflect the search results. Another annuitant, continued his review of the retired holdings of the Office Scientific and Weapons Research for unaccounted for TS collateral documents. located 21 TS collateral documents last week, all of which were charged to OSWR. Approval has been received to search the holdings of the Office of Comptroller, beginning in January.

The control and cover sheet for TS collateral documents has been revised and sent to the Printing and Photography Division for reprinting. Prior to its submission, the revised form was circulated to all Directorate Records Management Officers for their review and comments. The revised form incorporates changes and recommendations made by the RMOs.

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## ADMINISTRATIVE - INTERNAL USE ONLY

STAT c. Office Surveys. [ ] Chief, Information  
 STAT Control Branch, and [ ] RMO for the Office of SIGINT  
 STAT Operations, met with [ ] Deputy Chief, Signal Analysis  
 STAT Division, OSO, to discuss [ ] request for a survey of  
 the division's procedures for information management and control of  
 documents and magnetic tapes. Some of the problems discussed by  
 STAT [ ] were: an inadequate filing system, the uneven flow of  
 documents within the office, the lack of an adequate index for the  
 office's large volume of magnetic tapes, and the failure to retire  
 material to the Records Center. These difficulties were  
 STAT exacerbated by expansion of the division and the renovation of its  
 work areas. [ ] explained that because of other  
 commitments, IRMD would be unable to conduct a survey at this  
 time. However, he indicated that every effort will be made to  
 STAT schedule a survey sometime in April 1986. In the meantime,  
 [ ] will prepare a memo to the Director of OIS officially  
 requesting a survey and briefly outlining the problems discussed at  
 the meeting.

STAT [ ] ICB, are on schedule in their  
 survey of the information management program of the Office of  
 Communications. The survey team recently completed its review of  
 the Communications Security Division, bringing to two the number of  
 STAT OC divisions surveyed. The team briefed [ ] Chief of  
 Operations, OC, on their findings thus far.

d. Information Services Center. Progress was made during  
 the week in getting some needed items installed in the Ames  
 Building ISC. OIT installed a telefacsimile machine that will  
 provide a linkup between the Center and the Headquarters Building.  
 Two Ames Building customers--ORD and OGI--require this type of  
 transmission capability. Some partitions were attached to the  
 workstations in the Center, providing some privacy and an improved  
 working environment for Center personnel. In addition, OIT  
 requested a floor plan for the Center identifying the location of a  
 computer terminal that is needed in the registry portion of the  
 Center. OIT has promised to provide a terminal to replace one that  
 was inadvertently installed in the Data Access Center.

STAT The TRIS suspense system used by [ ] in  
 support of the Office of Communications is working well. There  
 have been some minor user acceptance problems, but these are being  
 resolved. One difficulty hampering the use of the system is the  
 STAT limited number of Delta Data terminals available for use in some OC  
 components. [ ] Chief, ISC, [ ] will be working  
 with OC management to resolve this problem. Management of the  
 suspense system is fully occupying the part-time employee assigned  
 to manage it and may require full-time monitoring in the future.  
 STAT [ ] is preparing position descriptions for personnel assigned  
 to the ISC. These position descriptions have been requested by OC  
 for PMCD's review of office positions.

## ADMINISTRATIVE - INTERNAL USE ONLY

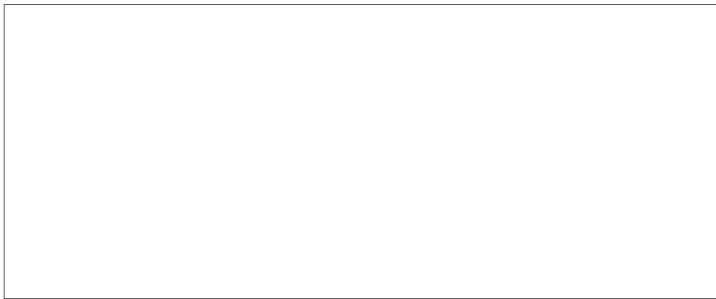
2. SIGNIFICANT EVENTS AND ACTIVITIES

a. OSS Records. The ninth increment of OSS records, consisting of 92 cubic feet of material has been transferred to the National Archives and Records Administration (NARA). This collection includes material on OSS operations in Europe, miscellaneous records from Washington and field offices, and records relating to OSS operations in the Mediterranean and Burma. This brings the total volume of OSS records transferred to NARA to 1,326 cubic feet.

b. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 17 additions, 7 changes, and 6 deletions.
ARCINS:	Jobs received/edited: 12. Jobs keyed: 22 consisting of 1,123 entries. Jobs completed: 29.
Accessions:	Received 19 jobs totaling 201 cubic feet.
References:	Serviced 3,351 requests for records.
Special Runs:	One to OLL.

STAT





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17 December 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]  
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 11 December  
through 17 December 1985

1. RPD is currently processing 134 jobs. This is an increase over last week's 127 and includes two issuances processed on a priority basis and three as immediate. (U)

2. C/RPD announced that his successor will be [redacted] of IRMD. (U)

3. An enquiry concerning [redacted]

[redacted] required extensive research to answer. (U)

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